NOI Instruction Form SY 2013-2014

To complete your NOI request for SY 2013-2014 follow the instructions below. Access all NOI forms on the Iowa USDA Foods website at http://goo.gl/YRAsQ.

KEY FORMS YOU WILL NEED TO ACCESS

- **NOI Instruction Form:** This document provides detailed information on how to allocate pounds and submit your NOI request.
- Calculators: These are tools. You will not submit these to the State Agency. Calculators are designed to help you determine how many pounds of a specific commodity food group to allocate for each product you would like to order. Calculators are developed by processors, so you will notice differences between each one. Calculators are lumped together by commodity food group. Because there are 14 commodity food groups that can be further processed into an NOI item, there are 14 different documents. Each document contains all of the processor calculators for that particular food group. They are labeled as follows:

BeefCalc	BrownRiceCalc	CheeseCalc
ChickenCalc	CornCalc	EggCalc
FlourCalc	FruitCalc	PeantButterClc
PollockCalc	PorkCalc	PotatoCalc
TomatoCalc	TurkeyCalc	

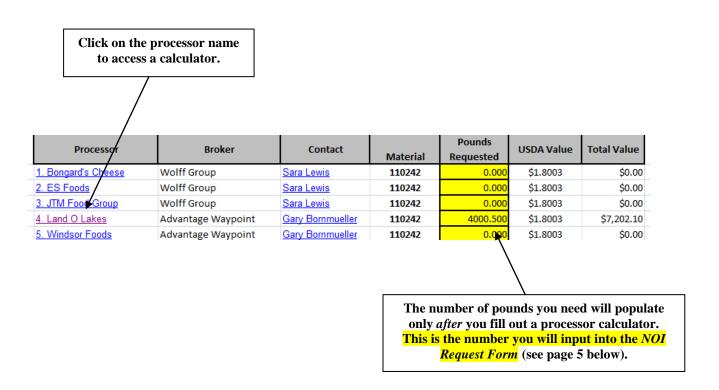
• **NOI Request Form:** This is the excel spreadsheet you will use to input the number of NOI pounds you are requesting for each Processor. *This form serves as your formal NOI request, and needs to be submitted to jill.stuecker@iowa.gov, at the State Agency by March 8th.*

GETTING STARTED

➤ First: Decide which USDA food group(s) you are interested in having processed. If you are interested in allocating pounds of cheese to the NOI program, for example, open the excel spreadsheet titled *CheeseCalc*. There, you will find all of the processors who process cheese items, along with a detailed list of each item available for purchase through the NOI program. On each calculator document there will be a *Total Request Tab* (highlighted), along with tabs for each processor calculator.



- ➤ **Second**: Review the NOI products available by looking through each processor calculator. Each processor name is hyperlinked. Click on the processor name and you will be taken to the corresponding calculator.
- ➤ **Third**: Once you have clicked into a calculator, follow its instructions. After you fill in the requested information (servings per menu, number of times menued, ect), the total number of pounds you need for that particular item will automatically calculate on the **Total Request** tab. They will be located under **Pounds Requested**. Note: The **Total Request** tab is locked. Pounds will populate on this page only after you have filled out a processor calculator.



Fourth: Once you have completed this process for each of the food groups you would like to allocate to NOI, you must take all of your numbers from the *Total Request* tab, under the *Pounds Requested* column, and place them into the *NOI Request Form*. This is a separate form located at http://goo.gl/YRAsQ. Instructions for completing this form are below.

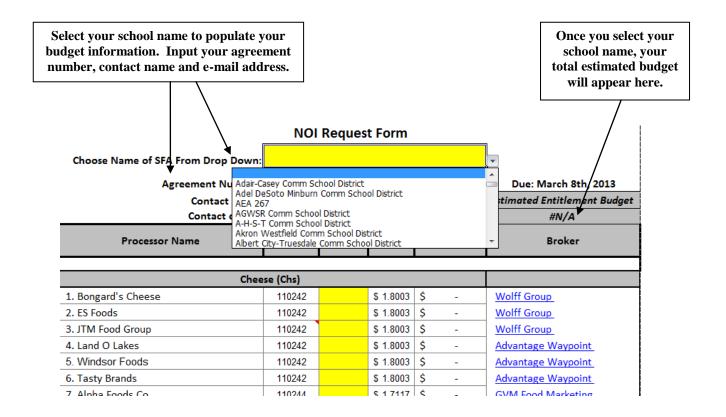
MAKING YOUR NOI REQUEST

The *NOI Request Form* is the document you will submit to the State Agency to make your NOI request.

There are two tabs on the *NOI Request Form*. The first tab is titled *Allocations* and the second tab is titled *Entitlement Details*.



Start on the *Allocations tab*. Choose the name of your school from the drop down menu. This will populate your estimated entitlement budget for SY 2014 and will give you guidance on how much money you might want to allocate to the NOI program. Fill in your agreement number, contact name and e-mail.



Next, review the *Entitlement Details* tab. This will provide you a more detailed breakdown of your total entitlement budget, including your DoD budget (if applicable) and will help you determine how many dollars of your entitlement budget you want to allocate to NOI. When you are finished filling out the *Allocations* tab, your total NOI budget request will automatically populate on this page as well.

Note that your NOI request must be within the scope of your entitlement budget and should take into account your DoD allocation (if applicable), along with your anticipated 6 yearly USDA foods distributions.

The second half of the *Entitlement Details* page will show the details of your NOI request, broken down by food group.

Estimated Entitlement Budget Overview, SY 14

\$100,000.00
\$20,000.00
\$45,000.00
\$35,000.00
Dollars
\$0.00
\$0.00
\$0.00
\$0.00

These are the estimated details of your entitlement budget for SY 14. Your NOI request will populate only after you complete the *Allocations* tab.

This is your NOI request overview, broken down by food group. This will only populate after you are finished filling out the *Allocations* tab.

TIPS FOR FILLING OUT THE ALLOCATIONS TAB

If you feel confident in the number of pounds you would like to allocate to a particular processor, you can skip the calculator section and input your numbers directly into the *NOI Request Form*. If you are new to NOI, or have had problems utilizing all of your allocated NOI pounds in the past, this is not recommended. Calculators can help to ensure accuracy and avoid excess pounds in your account. It is your responsibility to use all pounds allocated to a particular processor. <u>Unused pounds will not carry over from year to year</u>, and equates to lost entitlement money for your school.

Once you are confident in the number of pounds you want to request, input that number next to the processor name, under the *Pounds* column. This section is highlighted in yellow. Once you enter your number of pounds, the corresponding dollar value will populate.

Enter the number of pounds you would like to allocate. You can take this number directly from the *Total Request* tab on the CheeseCalc (see page 2).

Note that #4 on the CheeseCalc (Land O Lakes) is also #4 on the NOI Request Form. This will help you ensure you are putting information in the right place.

Processor Name	Material #	Pounds	\$ Value	Total \$ Value		
CI	neese					
1. Bongard's Cheese	110242		\$ 1.8003	\$ -		
2. ES Foods	110242		\$ 1.8003	\$ -		
3. JTM Food Group	110242		\$ 1.8003	\$ -		
4 Land O Lakes	110242	4,000.50	\$ 1.8003	\$ 7,202.1002		
5. Windsor Foods	110242		\$ 1.8003	\$ -		
6. Tasty Brands	110242		\$ 1.8003	\$ -		

If you are using calculators, note that each processor has been assigned a number, which matches the corresponding calculator. This will help you match allocations as you transfer numbers from the calculators to the *NOI Request Form*.

Once you input the number of pounds you need for each processor, a corresponding dollar value will populate into the spreadsheet. The total dollar value of all pounds you input into this form will equal your total NOI budget.

Once you are finished inputting all of your pounds, click on the *Entitlement Details* tab. Your total NOI request will now appear in your estimated entitlement budget overview for SY 14. Send this spreadsheet to Jill Stuecker at jill.stuecker@iowa.gov.

A few things to note:

➤ Some of the processed items can use more than one commodity food group. One example would be a sandwich that contains cheese <u>and</u> turkey. You have the option of requesting pounds for only one item or requesting pounds for both items. You will request the pounds for cheese and turkey separately, under their respective calculators; however you will need to contact the broker for assistance in matching up both requests to be used together.

- For help contact Jill Stuecker (<u>jill.stuecker@iowa.gov</u> or 515-725-2887) and Sarah White (<u>sarah.white@iowa.gov</u> or 515-281-4032) at the State Agency. A list of brokers is included below. Broker information is also included on both the NOI Request Form and calculator spreadsheets.
- ➤ More general information about NOI can be found on the NOI Info Sheet, located at http://goo.gl/YRAsQ.

Broker Contact Info:

Company	Name	E-mail
Advantage Waypoint (Bosco, Highliner, Horizon, Land O Lakes, Michael Foods, Simplot, Tasty, Tyson and Windsor)	Gary Bornmueller Office: 515- 965-3336 x2401 Cell: 515-371-9327	Gary.bornmueller@asmwaypoint.com
Elite Foodservice (Advance Pierre, Basic American, Rich, Schwans, Trident)	Linda Norton 563-340-5183	<u>Lnorton@efsfood.com</u>
Food Marketing Services (Jennie-O, Nardone Brothers, Pilgrim's Pride)	Beth Wick Direct - 515-473-7474 Cell - 515-556-0023	Bwick@fmserv.com
GVM Food Marketing (Alpha Foods, BrucePac, Citrus, Ling's 5 th Taste)	Jeremy Kurth 407-221-7372	jkurth@gvmfoodmarketing.com
Hockenberg Newburgh (American Foods, Asian Food Solutions, Cargill Kitchen, Cargill Value Added Meats, Idahoan, Integrated, Lamb Weston, Los Cabos, Quantum)	Kelly O'Brien 712- 243-9246	Kelly.obrien@hockenberg.net
Wolff Group (Barrel of Fun, Bongards Cheese, ConAgra, E.S. Foods, JTM)	Sara Lewis Office 319-643-3220 Cell 563-468-7421	Slewis@wolffgroupinc.com
Café Favorites (no broker)	Wimberly Brackett 904-874-0821	wbrackett.@cafefavorites.com